



Supreme Court

STATE OF ARIZONA

COMMITTEE ON EXAMINATIONS

COMMITTEE ON CHARACTER AND FITNESS

1501 W. Washington Street, Suite 104

Phoenix, Arizona 85007-3222

602-452-3971

EXAMINATION DATES AND DEADLINES

July 2010	
Date	July 27 th and 28 th
Location	To Be Determined
Initial Filing	January 15 to February 1, 2010
Late Filing	February 2 to April 30, 2010 (late fees apply)
Close of Filing (includes accommodation requests and laptop registration, if applicable)	April 30, 2010
Submit Evidence of Graduation (Graduates of previous semester only)	June 18, 2010

Application for Admission by Examination

For each section, answer every question. You are required to swear/affirm before a notary public that the application submitted is true and complete. You remain under a continuing obligation to update or change this information immediately to the Committee on Examinations in writing, at the address below.

The provision of your Social Security Number is voluntary, pursuant to Federal Privacy Act of 1974. Your number will be used for purposes of verification and investigation. You must notify the Committee in writing if you wish to restrict the use of your SSN.

Correct and timely filing of the Application for Admission and the required supporting documents will certify you to sit for the bar examination. Filing date and postmark date are synonymous. Scanned, emailed or facsimile submissions of the Application for Admission or supporting documents **will not** be accepted. Complete the Application for Admission by Examination and attach all required supporting documents and fees. Fees are established by Administrative Order of the Supreme Court. Payment may be made by check or money order payable to the Supreme Court of Arizona, or by VISA or MasterCard only.

The Character Report, which is the fitness background investigation, is a separate document. It is not required in order to sit for the bar examination, nor is it subject to filing deadlines or late fees. Scanned, emailed or facsimile reproductions of the Character Report will not be accepted.

Committee on Character and Fitness
Committee on Examinations
Supreme Court of Arizona

APPLICATION FOR ADMISSION BY EXAMINATION REQUIREMENTS

All applicants must provide evidence where required. The Supreme Court has deemed each of these criteria to be required. Submission of an application without these requirements will result in denial of certification to sit for the examination.

Requirements and Qualifications:

- Applicant is, or at the time of the examination will be, over the age of 21 years.
- Applicant is of good moral character.
- Applicant is mentally, emotionally and physically able to engage in the practice of law, and possesses the required knowledge of the law.
- Applicant holds a Juris Doctorate degree from a law school approved by the American Bar Association at the time of graduation. Provided that this requirement shall not apply to an applicant who has been actively engaged in the practice of law in some other U.S. state or states for at least five of the past seven years prior to filing an application of admission by examination.

The following documentation must be provided to the Committee on Examinations in order to complete timely processing of your application.

Supporting Documents to the Application for Admission

Required documents are set forth in the Supreme Court Rules for Admission, 34(b).

Submit **originals only**. Photocopy is acceptable only for diploma option of evidence of graduation (see below).

Scanned, emailed, facsimile, or copies thereof are unacceptable.

1. Evidence of Graduation

Submit one of the following:

- a) Photocopy of diploma, or
- b) **Original verified** transcript indicating date J.D. conferred, or
- c) **Original and currently dated** letter of your law school attesting to date J.D. conferred.

If you have not yet graduated, submit one of the above three when you have, but no later than the filing deadline on the previous page. It is your responsibility to ensure evidence of graduation from your law school is submitted by the due date.

If you graduated from a non-ABA approved law school, you must attach evidence (such as a resume) to substantiate at least five years active practice in another state.

2. **Photograph**

Attach to Page 4 of the Application for Admission. Passport-type photograph of you only; head, neck and shoulders, no hat; minimum 2" x 2"; maximum 2.5" x 2.5". May be color or black/white, taken no earlier than six months before filing. On the back, write your name and SSN. Do not tape, glue or staple your photograph onto the page; use paper clip only. PAPER PRINTS AND POLAROID PHOTOGRAPHS ARE UNACCEPTABLE.

3. **Fingerprint Card**

Obtain a fingerprint card from a law enforcement agency or fingerprint service. Impressions can be taken at a fingerprint service entity, and most law enforcement agencies. CARD MUST BE AN FBI STANDARDIZED BLUE AND WHITE FORMAT.

You must complete all fields except Employer and Address, ORI, OCA, FBI and MNU, or any field marked "Leave Blank". The entity where you are fingerprinted is to complete their portion of the card.

Use black ink to enter all required information, and stay within each blocked area.

DO NOT USE A HIGHLIGHTER AND DO NOT FOLD THE CARD.

4. **If Admitted Elsewhere** (presently or previously)

Obtain a certificate or letter from whichever entity in that jurisdiction(s) maintains the record of your admission and current standing. Examples are, but not limited to, the Clerk's Office of the Supreme Court, the Membership Department of the State Bar, or the Disciplinary Grievance Commission.

The document must be an original and currently dated (within three months of filing your Application). It must state/attest to your admission date and present standing in that jurisdiction. A printout from the State Bar or Court website will not be accepted as it does not meet requirements.

Do not submit the original or photocopy of your original admission certificate, or your State Bar membership card and dues statement. We do not require proof of Federal and District Court admissions, or membership in the American Bar Association.

If you are not in good standing, you must provide documentation satisfactory to this Court that you are capable of achieving good standing.

5. **Fees**

Fees may be paid by personal check or money order, payable to the "Supreme Court of Arizona", or you may charge your fees to either VISA or MasterCard. If your check or credit card authorization is declined, you will be required to replace with certified funds, and an NSF fee.

All fees are established by Administrative Order of the Supreme Court, and are listed in the document entitled "Schedule of Fees and Filing Deadlines".

6. **Notice of Intent to Test Via Laptop** (optional)

Complete and submit this form if you intend to use your laptop for the essay portions.

APPLICATION FOR ADMISSION

July 2010 Exam

Timely Filing: January 15 - February 1, 2010

Late Filing w/late fees: February 2 to April, 30, 2010

Filing Deadline: April 30, 2010

↓ IN BLACK INK, PRINT FULL NAME AND ADDRESS ↓

	SUBMIT TO: Committee on Character and Fitness Supreme Court of Arizona 1501 W. Washington, #104 Phoenix, AZ 85007-3231

Print clearly in the name and address block above. You will receive a photocopy of this page as receipt of your application. Call 602-452-3971 if you do not receive this receipt within fourteen (14) days of mailing or filing.

It is your responsibility to submit all required documents and fees. Have you included these items? Must meet the requirements as specified in the instructions and rules.

- ☐ **Evidence of Graduation** - if graduated; If not, this document **ONLY** will have an extended file date.
- ☐ **Photograph** - per size, image and time requirements.
- ☐ **Fingerprint Card** - FBI formatted card; complete all required fields in black ink.
- ☐ **Court or Bar Document** - if ever or currently admitted elsewhere.
- ☐ **Notice of Intent to Test Via Laptop** - if you wish to use your laptop for the essay portion.
Fees to be paid directly to Extegrity during laptop registration.
- ☐ **Fees** - payable to "Supreme Court of Arizona".

\$ 125 Application Fee

\$ 335 Examination Fee

\$ _____ Late Fee (required if filed after the February 1 - see Schedule of Fees and Filing Deadlines)

☐ Check or Money Order # _____ in the amount of: \$ _____

☐ Credit Card _____ for the amount of: \$ _____

☐ VISA ☐ MasterCard **Expiration Date:** _____

Signature of Cardholder: _____

Printed Name of Cardholder: _____

Your application and supporting documents, including late filing fees, must be filed by the close of filing, as set forth in the Schedule of Fees and Filing Deadlines, and in accordance with Supreme Court Rules. You will be certified to sit for the examination when the foregoing is satisfied. We recommend you make a photocopy of your application and documents. Your Character Report is not required for certification to sit for the examination.

Date Received:

Logged/Filed by:

BEFORE THE SUPREME COURT OF THE STATE OF ARIZONA

Committee on Examinations

APPLICATION FOR ADMISSION

Filed with respect to the Arizona bar examination of

July 2010

- 1. Full Legal Name.** If no middle name, indicate as (NMN). If middle name is an initial only, so indicate.

First

Middle

Last

a) Is this how your name is to appear on your certificate of admission?

Yes ☐

No ☐

b) If no, indicate preference:

First

Middle

Last

- 2. Aliases.** List any and all other names by which you are or have been known, be it for business or personal reasons. Include maiden name and/or names by marriage, adoption, or preference. State the reason and the inclusive dates. Continue on page 4 if you need additional space.

First, Middle, Last

Dates

Reason

- 3. Marital Status.** ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Other _____

If married, name of spouse: _____

Maiden name of spouse, if applicable: _____

- 4. Mailing Address**

Street: _____ Apartment or Suite # _____

City: _____ State: _____ ZIP: _____

You are required to notify the Committee on Character and Fitness, in writing, of any changes.

E-mail Address: _____

- 5. Telephone**

Day Time: () _____ Evening: () _____

You are required to notify the Committee on Character and Fitness, in writing, of any changes.

6. Social Security Number _____

7. Date of Birth _____ Age: _____
Month Day Year

8. Birthplace _____
City State Country

9. Citizenship _____. If not a citizen of the USA, what is your immigration status?

If a citizen of the USA, please mail a legible copy of one of the following documents:

- 1) birth certificate issued in a US State, territory, or possession;
- 2) US Passport identification page;
- 3) valid driver's license issued by a US state within the past ten years;
- 4) non-license identification card issued by a US state within the past ten years;
- 5) I-9 form with photograph, or
- 6) US certificate of naturalization

If not a citizen of the USA, mail copies of official documentation of immigration status.

10. Law School (if more than one, list others on page 4) ABA-approved
at time of graduation? Yes ☐ No ☐

Name of School: _____

Located in City/State: _____

Date JD was conferred or anticipated: (Month and Year) _____

11. Have you written or filed for the Arizona bar examination previously? Yes ☐ No ☐

List all examinations written, or applications filed and results thereof, including withdrawals.

<u>Arizona Exam</u> (Month/Year)	<u>Results</u>
_____	_____
_____	_____
_____	_____

12. Are you, or have you ever been, admitted in another state(s) or jurisdiction(s)?

Include foreign countries and tribal nations.

Yes ☐

No ☐

State or
Jurisdiction

Admission
Date

Indicate if by examination,
reciprocity, motion, etc.

If additional space is required to complete Questions 10, 11 or 12, continue on page 4.

13. For those jurisdictions in which you are admitted, indicate the month and year of all examination attempts. If admitted by reciprocity or motion, indicate date of application.

14. Other than that listed in Questions 11, 12 and 13, have you written an examination or filed an application in any other state or jurisdiction?

Yes ☐

No ☐

State or
Jurisdiction

Application or
Examination Date

Results/Present Status

15. Have you written the Multistate Professional Responsibility Exam (administered by the NCBE in March, August and November) within two years of your successful Arizona bar examination, and achieved a scaled score of at least 85?

Yes ☐

No ☐

If yes, when? Date: _____ Score: _____

If no, when will you write it? _____

MPRE on-line registration and score transfer information is available at www.ncbex.org.

If you do not have internet service, call 319-341-2500 for exam registration, or 319-337-1304 for score transfer.

ADDITIONAL SPACE FOR PREVIOUS QUESTIONS

(Please indicate question number)

PHOTOGRAPH

Head, neck and shoulders ONLY. Must have been taken within six months of filing your application. No smaller than 2" x 2"; and no larger than 2.5" x 2.5". Color or black and white. Paper print unacceptable.

Write your name and SSN on the back of your photograph and paper clip it to this page in this area



FINGERPRINT CARD

Must be FBI-formatted card.
Complete all required fields (refer to instructions)
and paper clip it to this page.

OTHER ATTACHMENTS, DOCUMENTS OR FORMS

Staple at the end of this Application for Admission document.

THIS APPLICATION CONTINUES WITH FIVE MORE PAGES

State of _____)

County of _____)

I, _____,
being first duly sworn, on oath or affirmation, hereby depose and say that:

1. I hereby apply to the Supreme Court of the State of Arizona, through its Committee on Character and Fitness, for permission to sit for a bar examination to be given by its Committee on Examinations in the month of _____, 20____; and if this application is approved, and if I am successful in attaining a passing score on such examination, and each applicable section thereto, I further apply for admission to practice the profession of law before said Supreme Court, and for membership in the State Bar of Arizona;
2. I have read the Rules of the Supreme Court respecting the admission of applicants to the practice of law in Arizona, and the accompanying instructions. I have completed this Application for Admission in compliance with the foregoing, and my answers are full, true and complete in all respects, and provided without mental reservation or purpose of evasion;
3. I will complete the Character Report in accordance with the requirements of the Supreme Court of Arizona, and that my answers will be full, true and complete in all respects, and provided without mental reservation or purpose of evasion;
4. I am aware of the Rules of the Supreme Court, State of Arizona, respecting Professional Conduct, Lawyer Obligations and Discipline Proceedings, and if admitted to the practice of law, agree at all times to be bound thereby;
5. If I am awarded a passing grade on the written examination and if I am found morally fit to practice law in the State of Arizona, I agree that I will subscribe to the oath of office propounded by the Supreme Court of Arizona.

Signature of Applicant

Subscribed and sworn to before me this
_____ day of _____, Year _____.

Notary Public

My Commission Expires:_____

AUTHORIZATION AND RELEASE

I, _____, born on _____ [birth date], in _____ [birth city], _____ [birth state], _____ [birth country], having filed an application for admission to the bar of Arizona, hereby consent to have an investigation made as to my moral character, professional reputation and fitness for the practice of law and such other information as may be received, all of which will be reported only to the admitting authority. I agree to give any further information which may be required concerning my past record. I understand that I will not receive and am not entitled to a copy of the reports or to know the contents, and I further understand that the contents of my character report are confidential, with the exceptions as noted in Rule 37(c), Rules of the Supreme Court.

I also authorize the Committee on Examinations to share my status as an exam applicant with the law school from which I graduated. I also authorize and request every person, firm, company, corporation, government agency, law enforcement agency, court, association or institution having control of any documents, records or other information pertaining to me, to furnish to the Supreme Court of Arizona or the National Conference of Bar Examiners any such information, including documents, records, bar association files regarding charges or complaints filed against me, including any complaints erased by law, whether formal or informal, pending or closed, or any other pertinent data; and to permit the Supreme Court of Arizona and the National Conference of Bar Examiners or any of its agents or representatives to inspect and make copies of such documents, records or other information.

I understand that the Committee on Examinations and the Committee on Character and Fitness, and its members, employees, and agents are immune from all civil liability for conduct and communications occurring in the performance of their official duties relating to the examination, character and fitness qualifications, and licensing of persons seeking to be admitted to the practice of law. Records, statements of opinion and other information regarding an applicant for admission to the bar communicated by any entity, including any person, firm, or institution, without malice, to the Committees, or to its members, employees or agents are privileged, and civil suits predicated thereon may not be instituted.

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true of my own knowledge.

State of _____)

County of _____)

Signature of Applicant

Subscribed and sworn to before me this
_____ day of _____, Year _____.

Notary Public

My Commission Expires: _____

**EXAMINATION REGULATIONS AND CODE OF CONDUCT
FOR THE ARIZONA BAR EXAMINATION**

Please read the following Examination Regulations and Code of Conduct and initial the appropriate line by each numbered paragraph to indicate you have read and understand. **Sign the statement at the bottom of the page. This document must be returned with your application and must be on file prior to your taking the exam.** Any applicant who cheats, disrupts or attempts to disrupt the bar examination process, or breaches any examination regulation is subject to sanctions by the Committee on Examinations or its authorized representative including, but not limited to, ejection from the examination, invalidation of results, and notification of the Committee on Character and Fitness.

_____ 1. **Applicants should bring to the bar examination their Statement of Material Changes (which will be provided one month before exam) and a photo identification card, which are required for registration.** You may bring black ink pens and #2 pencils, which must be available for inspection by the Committee. You may bring silent watches. Clocks will be located in every examination room.

_____ 2. **The Committee prohibits the following items from being brought into the examination building:**

- a. Cell phones, pagers, blackberries, PDA's, MP3s, cameras or other electronic devices.
- b. Backpacks, bookbags, books, notes, bar review or other printed material of any kind.
- c. Food or drink other than clear water in a clear (non-colored) plastic bottle, not to exceed 16 ounces in size. Water fountains are available for refills. Candy and gum are not allowed.
- d. Jump drives, memory sticks or discs.
- e. Non-religious headwear, including caps, visors, hoods and scarves.
- f. Ear plugs with wires or cords attached. The Committee has ear plugs available.

_____ 3. No purses, backpacks or wallets are allowed in the examination building. Any items normally carried in a purse, backpack, or wallet must be in a clear plastic baggie not to exceed one gallon size. The Committee assumes no responsibility for loss or damage.

_____ 4. Laptop computers are allowed in the building on the first day of testing (essay day) only. **No laptop bags are allowed in the examination building.** No laptops or laptop bags are allowed in the examination building on the second day of testing. If you have such items in your possession, you will not be allowed entry into the building. **It is your responsibility to store personal items outside the building. The Committee assumes no responsibility for loss or damage.**

_____ 5. No applicant may bring a weapon, including gun, knife, or weapon of other description into the examination building. Doing so will result in immediate expulsion from the site and notification to the Committee on Character and Fitness.

_____ 6. Visitors and family members are not allowed in the examination building at any time.

_____ 7. No examination material or data may be removed from the examination room. Attempts to do so will result in expulsion from the examination and notification to the Committee on Character and Fitness.

_____ 8. Applicants shall leave the examination building immediately upon completing any portion of the examination and not re-enter until next test session. Any applicant leaving the examination building during a session of the examination will not be permitted to re-enter during that testing session.

_____ 9. No applicant shall create a continuing distraction by sound or movement which tends to disrupt concentration of another applicant nor shall any applicant engage in any activity which reasonably may be considered to be a breach of the peace.

_____ 10. Applicants shall not gather in restrooms or in any areas adjacent to the examination rooms while the examination is in progress.

_____ 11. At the announced termination of an examination session (Time... stop writing/Time... stop typing), pens and pencils should be immediately placed on the table. No applicant shall type, write, erase or otherwise add to, alter or subtract from any answer, answer sheet or other document after that time.

_____ 12. No applicant shall falsify or misrepresent information required for admission to the examination, impersonate another applicant or have an impersonator take the examination on applicant's behalf. To do so will result in immediate expulsion.

_____ 13. No applicant shall give or receive aid from any other applicant or source during the administration of the examination.

_____ 14. You may not create notes from memory, bar review or other material once you enter the examination building.

_____ 15. Under no condition should you place your name or initials or otherwise attempt identification on any part of the essay examination except your examination number. NOTE – the National Conference of Bar Examiners requires personal information on the answer sheet for the MBE, this is allowed.

IF YOU ARE IN VIOLATION OF ANY OF THESE REGULATIONS, IT WILL BE PRESUMED THAT YOU HAVE BEEN CHEATING; YOUR EXAMINATION RESULTS WILL BE INVALIDATED AND THE COMMITTEE ON CHARACTER AND FITNESS NOTIFIED.

I have read the above Examination Regulations and Code of Conduct and agree to abide by them. I understand that violation of any of these regulations may cause me to be ejected from the examination building, excluded from testing, and the Committee on Character and Fitness notified regarding my fitness to practice law.

Signature

Date

Please return this form with your
application

Print

NOTICE OF INTENT TO TEST VIA LAPTOP
ARIZONA ESSAY EXAMINATION

COMPLETE AND ATTACH THIS FORM TO YOUR APPLICATION FOR ADMISSION

Arizona uses Extegrity as its laptop vendor for the admissions examination. The Extegrity software used during examination is Exam4, at a cost of **\$125**. This amount will be paid directly to the vendor during laptop registration. **DO NOT** send this amount to the Supreme Court.

To test by laptop, you must have experience with your laptop computer and be able to complete the required download of software and subsequent requirements. Your laptop must meet the minimum requirements as set forth by our selected vendor.

You agree that in the event of a computer malfunction, you will continue the essay examination by handwriting.

You will hold harmless the Arizona Supreme Court, the vendor, city and/or venue operators of the examination site for any computer malfunctions, electricity interruptions, or service interruptions regardless of the cause.

Email address:_____

Please print legibly. This is the address the Committee will use for laptop testing communication. Make sure your browser is set to allow receipt of email from the Court.

Printed Name:_____

Signature:_____

Address:_____

City, State, Zip:_____

Telephone: Day_____ Evening_____